

Monthly Report: Technical Processing
August 2026

Received, catalogued, and prepared for circulation 133 new books, items for the Library of Things including 2 bp cuffs, 2 oximeters, 3 digital thermometers, a new telescope, and an old slide projector. Repaired 20 books, replaced 253 book spine labels.

Ordered supplies & program materials as needed. Prepared purchase requests for Director's approval. Recorded office supply purchases, and any other materials (DVD, LP books, audiobooks) in Google sheets. Recorded receipt of orders on the signed purchase requests.

Received calls & emails regarding the conference rooms, informed (also provided copies to users of policy. Obtained Director's approval & scheduled conference room use.

Introduced Michigan Notable author, Jeffrey M. Holden, for his talk about "Dead Moose on Isle Royale". 15 people attended and had a positive learning experience.

Prepared & sent three press releases about library events.

Attended Staff meeting, small group meeting toward strategic planning goals, and Leadership Team meeting.

Helped cover the main desk.